



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.lacounty.gov>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District


YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

December 22, 2006

To: All Department Heads  
From:   
David E. Janssen  
Chief Administrative Officer

**2007 VOLUNTEER OF THE YEAR RECOGNITION AND AWARDS LUNCHEON**

On November 28, 2006, pursuant to a motion by Mayor Michael D. Antonovich, the Board of Supervisors proclaimed Monday, April 30, 2007 as **"County Volunteers: Follow the Yellow Brick Road Day"** in recognition of the President's official declaration of National Volunteer Week (April 15-21). The County's annual recognition and awards luncheon for volunteers, celebrating the **25<sup>th</sup> Anniversary**, will be held on April 30, 2007 in the Grand Hall, Dorothy Chandler Pavilion of the Music Center. (Please refer to Attachment I.)

Our dedicated County volunteers help us to fulfill the motto, "To Enrich Lives Through Effective and Caring Service." Last year, 53,000 volunteers donated 3.5 million hours to a wide range of County projects. Using the calculation methodology of the Independent Sector, a national organization that determines the value of each volunteer hour, volunteers provided services equal to a County value of \$64 million dollars in 2005.

"Volunteer of the Year" honorees are nominated by County departments, related agencies, and the Los Angeles Superior Court. They are selected based on service accomplishments which are supportive of the County's Strategic Plan values of compassion, commitment, a "can do" attitude, accountability, integrity, professionalism, respect for diversity and responsiveness in service.

**Please ask your department's volunteer coordinator to submit the completed nomination form(s) for adult and/or youth honorees no later than February 16, 2007** to the Chief Administrative Office, Workplace Programs, 500 W. Temple Street, Suite B-1, Los Angeles, California 90012, Attention: Patricia Mannatt. Nomination forms for adult and youth volunteers are contained in Attachments II and III, respectively.

All Department Heads  
December 22, 2006  
Page 2

We very much appreciate your participation in this important recognition ceremony. If you need additional information, a member of your staff may contact Victoria Pipkin-Lane, Director, Office of Workplace Programs at (213) 974-2495, or e-mail [vpipkin@cao.lacounty.gov](mailto:vpipkin@cao.lacounty.gov) or Patricia Mannatt, Program Manager, at (213) 974-0187, or e-mail [pmannatt@cao.lacounty.gov](mailto:pmannatt@cao.lacounty.gov).

Thank you for your support of the County's Volunteer Program.

DEF:GK  
VPL:pmm:dd

#### Attachments

c: Each Supervisor  
Volunteer Program Coordinators/Directors

## Attachment I



### MINUTES OF THE BOARD OF SUPERVISORS COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-  
Clerk of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

At its meeting held November 28, 2006, the Board took the following action:

19-C

Supervisor Antonovich made the following statement:

"The County of Los Angeles Board of Supervisors established the County Volunteer Program in 1981 to encourage citizens to donate their time and talents to public service programs. It includes a central policy, procedures on reporting volunteer hours, insurance, recruitment and an annual recognition and awards luncheon. There are 37 County departments and the Los Angeles Superior Court with active volunteer programs. Participants assist with a wide variety of projects, ranging from consumer awareness, beach cleanups and literacy improvement programs to after-school tutoring, museum tours and mentoring foster youth.

"Last year, more than 53,000 individuals generously donated 3.5 million hours, valued by the Independent Sector as a savings of \$64 million to the County.

"The County Volunteer Program carries out our motto 'To Enrich Lives Through Effective and Caring Service.' It also fulfills key aspects of the County's Strategic Plan, including Service Excellence, Fiscal Responsibility and Children and Families Well Being.

"In recognition of the President's official 2007 declaration of National Volunteer Week (April 15 through 21), the County will sponsor its 25th annual 'Volunteer of the Year' recognition and awards luncheon on Monday, April 30, 2007, in the Grand Hall, Dorothy Chandler Pavilion of the Music Center.

"The theme, 'County Volunteers: Follow the Yellow Brick Road' illustrates their determination to help others find the road to fulfillment and success. Volunteers are smart individuals with hearts of gold. They display courage in their challenging assignments and provide hope to those in need."

(Continued on Page 2)

19-C (Continued)

Therefore, on motion of Supervisor Antonovich, seconded by Supervisor Knabe, unanimously carried (Supervisors Molina and Yaroslavsky being absent), the Board proclaimed April 30, 2007 as "County Volunteer: Follow the Yellow Brick Road" Day throughout Los Angeles County, and approved the following related items:

1. Authorized the Chief Administrative Officer to appropriate \$40,000 for the 2007 County Volunteer Program, including the 25th Annual Volunteer of the Year Recognition and Awards Luncheon, Fall Volunteer Network Wrap-up meeting and luncheon and Insurance Workshop conducted by the Chief Administrative Office's Risk Management Branch;
2. Requested County departments to support the Volunteer Program by submitting quarterly reports on the number of volunteer hours donated to the Office of Workplace Programs;
3. Requested the Chief Administrative Officer and the Director of Internal Services to provide the necessary support for the 2007 County Volunteer Program;
4. Requested the Music Center to waive the \$1,200.00 rental fees, excluding the cost of liability insurance, for use of the Grand Hall and Lobby at the Dorothy Chandler Pavilion for the 2007 Volunteer of the Year Recognition and Awards Luncheon; and
5. Waived the parking fees in the amount of \$1,750.00 excluding the cost of liability insurance, at the Music Center Garage for honorees and guests attending the Volunteer of the Year Recognition and Awards Luncheon to be held April 30, 2007.

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Copies distributed:  
Each Supervisor  
All Department/District Heads

Letter sent to:  
President, Music Center

**COUNTY OF LOS ANGELES  
2007 ADULT VOLUNTEER OF THE YEAR  
Nomination Deadline February 9, 2007**

The Board of Supervisors established the County Volunteer Recognition and Awards program on September 29, 1981 to encourage citizens to donate their time and talents to public service programs. This creative partnership enhances County programs and helps carry out its motto to "Enrich Lives."

**Name:** \_\_\_\_\_ **Age:(22 & over)** \_\_\_\_\_

**Name of Adult honoree, as it should appear on the scroll:**

\_\_\_\_\_

**Street address** \_\_\_\_\_

**City and Zip Code** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Length of Volunteer Service** \_\_\_\_\_ **Total Hours** \_\_\_\_\_

**County Department Volunteer serves** \_\_\_\_\_

**Division/Hospital/Court** \_\_\_\_\_

**Nominator** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Departmental Volunteer Coordinator/Director** \_\_\_\_\_

**Title (as to appear in the awards program book)** \_\_\_\_\_

**County Department** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City and Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**Department Head/Administrator Signature** \_\_\_\_\_

### 2007 Adult Volunteer of the Year Nomination

On a separate page, please provide the Chief Administrative Office of Workplace Programs with a **one-page, double-spaced profile** of your Adult Volunteer of the Year (age 22 and older), for inclusion in the awards program book.

#### Eligibility Guidelines

1. Please nominate a new Adult volunteer honoree than was named in 2006.
2. List volunteer service accomplishments that share the County Strategic Plan values:

|                          |                                  |
|--------------------------|----------------------------------|
| <i>A can-do attitude</i> | <i>Integrity</i>                 |
| <i>Accountability</i>    | <i>Professionalism</i>           |
| <i>Compassion</i>        | <i>Respect for diversity</i>     |
| <i>Commitment</i>        | <i>Responsiveness in service</i> |

3. Include how the volunteer exemplifies the 2007 theme, "County Volunteers: Follow the Yellow Brick Road!"
4. Feature unusual personal or other challenges overcome by the volunteer in order to provide excellent service.
5. Provide a description of the volunteer's activities.

Also, please include two or three quotes from the volunteer about, "what it means to him/her to be a County volunteer."

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#### **Volunteer Signature** \_\_\_\_\_

I consent to participate in the County Volunteer of the Year 2007 program, and I hereby agree to release all information in this document for public awareness purposes.

**Please return the nomination by February 9, 2007:**

Patricia Mannatt, CAO Office of Workplace Programs  
 500 W. Temple St. Suite B-1  
 Los Angeles, California 90012  
 Telephone (213) 974-0187      FAX (213) 633-4694      Email [pmannatt@cao.lacounty.gov](mailto:pmannatt@cao.lacounty.gov)

**COUNTY OF LOS ANGELES  
2007 YOUTH VOLUNTEER OF THE YEAR  
Nomination Deadline February 16, 2007**

The Board of Supervisors established the County Volunteer and Recognition Awards program on September 29, 1981 to encourage citizens to donate their time and talents to public service programs. This creative partnership enhances County programs and helps carry out its motto to "Enrich Lives."

**Name:** \_\_\_\_\_ **Age:(21 & under)** \_\_\_\_\_

**Name of Youth honoree, as it should appear on the scroll:**

\_\_\_\_\_

**Street address** \_\_\_\_\_

**City and Zip Code** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**School attending(ed)** \_\_\_\_\_

**Length of Volunteer Service** \_\_\_\_\_ **Total Hours** \_\_\_\_\_

**County Department Volunteer serves** \_\_\_\_\_

**Division/Hospital/Court** \_\_\_\_\_

**Nominator** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Departmental Volunteer Coordinator/Director** \_\_\_\_\_

**Title (as to appear in the awards program book)** \_\_\_\_\_

**County Department** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City and Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**Department Head/Administrator Signature** \_\_\_\_\_

**2007 Youth Volunteer of the Year Nomination**

On a separate page, please provide the Chief Administrative Office of Workplace Programs with a **one-page, double-spaced profile** of your Youth Volunteer of the Year (age 21 and younger), for inclusion in the awards program book.

**Eligibility Guidelines**

1. Please nominate a new Youth volunteer honoree than was named in 2006.
2. List volunteer service accomplishments that share the County Strategic Plan values:

|                          |                                  |
|--------------------------|----------------------------------|
| <i>A can-do attitude</i> | <i>Integrity</i>                 |
| <i>Accountability</i>    | <i>Professionalism</i>           |
| <i>Compassion</i>        | <i>Respect for diversity</i>     |
| <i>Commitment</i>        | <i>Responsiveness in service</i> |

3. Include how the Youth volunteer exemplifies the 2007 theme, "County Volunteers: Follow the Yellow Brick Road!"
4. Feature unusual personal or other challenges overcome by the youth volunteer in order to provide excellent service.
5. Provide a description of the volunteer's activities.

Please include two or three quotes about "what it means to be a County volunteer."

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**Youth Volunteer Signature**

I consent to participate in the County Volunteer of the Year 2007 program, and I hereby agree to release all information in this document for public awareness purposes.

**Please return the nomination by Fax to (213) 633-4694**

Patricia Mannatt, CAO Office of Workplace Programs  
 500 W. Temple St. Suite B-1  
 Los Angeles, California 90012  
 Telephone (213) 974-0187      FAX (213) 633-4694      E-mail [pmannatt@cao.lacounty.gov](mailto:pmannatt@cao.lacounty.gov)